

## Physics Division EH&S Activity Quarterly Report for Group Leaders

Write the year and quarter for when this report was prepared: \_\_\_\_\_ Year \_\_\_\_\_ Quarter

Write the date of when this report was submitted: \_\_\_\_\_

Write the name of the person filling out this report: \_\_\_\_\_

Put a check in the appropriate box below when the item is done.

### Monthly

1st 2nd 3rd


#### Informal monthly walkthru of all your labs:

Inspect all workspaces.

Tell workers to correct any hazard violations.

Spot check that work hazards specific to work areas have been communicated to workers.

Spot check that workers have received OJT, if needed.

Spot check that defined work protocols are followed (especially if RWA or AHD exists, or PPE is needed).

Think about current work procedures: can they be made less hazardous, or less likely to result in violations?

List here the more frequent hazard violations from these 3 informal walkthrus:

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### Quarterly


#### Formal quarterly walkthru of all your offices and labs:

Inspect all areas, using standard checklists, for hazard violations (including ergonomic violations).

Enter all hazard violations into the CATS database.

Give copies of hazard checklists to Safety Administrator.

Check that CATS entries from your previous walkthrus have been addressed with corrective actions.

Write in the box the number of unresolved CATS entries from previous walkthrus.

Ensure that all workers have the appropriate training to work in the labs.

List here the more frequent hazard violations from the last 2 formal walkthrus:

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#### Training:


Verify that a JHQ has been completed for all new persons (including students & guests).

Ensure that each person takes ergonomic training (EHS0060).

Check training database for all persons and follow up on any outstanding training that is needed.

List here any training issues that have arisen:

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#### Feedback:


Discuss with group (& workers in lab spaces) results of the walkthrus, and raise safety awareness.

Discuss with group (& workers in lab spaces) root causes of hazard violations found during the walkthrus.

Discuss with group (& workers in lab spaces) lessons learned from accidents or near-misses both in the group and outside the group.

List here any accidents or near-misses during this quarter:

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